

Division of Behavioral Healthcare

2006 Human Resource Data Manual

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2006 HUMAN RESOURCE DATABASE

November 1, 2006

This document contains a description of all fields contained in the HUMAN RESOURCE database required by the State of Rhode Island, Division of Behavioral Healthcare (DBH). It is based on federal guidelines from SAMHSA as to the minimum data requirements State oversight agencies should collect on all service provider staff. Each agency must submit HR data for all staff annually to the office of Research, Data, and Compliance, DBH.

We recognize that each agency has its own internal data system(s). To obtain uniform data statewide on all staff at service providers, we require that each agency either extract the requisite data from your own system and convert the codes to the accepted statewide structure or use the Microsoft Access DBH HR data entry form to enter required data and export a completed HR file. The HR Data Form is available from DBH upon request.

The submitted data file should contain at least one complete record for each person that worked at your agency at any point in the past calendar year 2006. It should contain **multiple records (one for each “episode” of employment)** for any employees who worked for your agency, separated, and were rehired all in the past year.

As you may recall, we have established two unique identifier (UID) options. One consists of the employee’s First Name, Last Name, and Maiden Name (for women only). The other unique identifier is SID (1,000,000,000 –SSN). Both UID options are still acceptable and providers can choose to report either or both. However, please note that any files/records **without** a unique id will **not** be accepted. Additionally, if your agency has decided to use a different UID for the 2006 database than was used in 2005, it is requested that you send both for this one year so that we can track staff employment over time.

The data should be submitted on diskette or through encrypted email as a **fixed-width** ASCII file. (Note: Most fields are greater in width than some of the valid codes in those fields. In such instances, the codes should be left-aligned in the field, with blanks to the right of the code. Do not add underscores or other filler characters to complete the field.) The fields must be in the order listed in this document, with the column headers (field names) removed prior to submission.

The name of the file should be in the format: hr(MM)(YY)(Organization ID). A full listing of allowable Organization IDs is provided in the OID field on the first page of the dictionary. So, for example, Codac’s January 2007 submission of 2006 Human Resources data would be coded as: hr0107COD.

Any questions regarding the HR database or submissions of yearly diskettes/encrypted email files should be directed to Jocelyn Therien (462-0007 or jtherien@mhrh.ri.gov) at RDC.

2006 HUMAN RESOURCES DATA DICTIONARY

1) **OID** (Organization ID). A 10-character field that contains your agency identifier.

Valid Codes	Description
ADC	ADCARE/SNE Treatment Center
ARI	Addiction Recovery Institute-Pawtucket, Woonsocket
CAR	Caritas, Inc- Pawtucket, Middletown, Woonsocket, Westerly, N. Kingstown, Richmond, Cranston
CBH	Center for Behavioral Health-Johnston, Westerly
CFS	Child & Family Services of Newport
CIS	Counseling and Intervention
COD	CODAC -Cranston, Providence, Newport, East Providence
CRA	Comprehensive Community Action
CTR	Center for Treatment & Recovery
DIS	Discovery House-Providence, Woonsocket, West Warwick
EBAY	East Bay CMHC
EMN	Eastman House Inc.-Cranston
FHR	Fellowship Health Resources
FMS	Family Services Inc.-Providence, N. Kingstown
FRW	Family Resources Inc.
GMF	Galilee Mission
GHI	Gateway Healthcare, Inc.
KENT	The Kent Center
KNT	Kent House, Inc.
MAP	MAP Alcohol & Drug Rehab
NAFI	North American Family Institute
NEWP	Newport County CMHC
NRI	NRI Community Services
PHX	Phoenix Treatment-Exeter, Pascoag, Westerly, Wakefield, Providence
PMT	Providence Metro Treatment
PRL	Project Link
PRO	Providence Community Action
PROV	The Providence Center
RWOOD	Riverwood Rehabilitation Services
SSHORE	South Shore CMHC
SST	SSTAR of RI-N. Kingstown, Cranston (SSTAR Birth)
TTC	Tri-Town SA

UNIQUE IDENTIFICATION: You must chose to report #2 – 4 (FIRSTNAME, LASTNAME, MAIDENNAME) OR #5 (SID) as your provider UID.

2) **FIRSTNAME** (First Name). A 20 character text field that contains the employee's formal first name. Do not include nicknames or abbreviations. For example, an employee with a first name of Bob should be listed as Robert.

3) **LASTNAME** (Last Name). A 20 character text field that contains the employee's last name.

4) **MAIDENNAME** (Maiden Name). A 20 character text field that contains the employee's maiden name/last name given at birth. This field should be completed for all female employees only.

- 5) **SID** (Staff ID). A 9-digit field that contains a unique identifier. The SID is calculated by subtracting the employee's social security number from one billion (1000000000 – SSN). For example, if an employee's SSN is 029-45-1857, then his/her SID is 1000000000-029451857, or 970548143.
- 6) **RPTDATE** (Report date). A date field in the format YYYYMMDD that contains the “as of” or cut off date for which the current human resources file was extracted/prepared.
- 7) **DOB**. A date field in the format YYYYMMDD that contains the employee's date of birth.
Note: Be sure to check that the date of birth entered here makes sense in comparison to EMPDATE (date of employment) and DISCPLN (discipline hired for). For example, if DISCPLN is ‘PSYCHIATRIST,’ and EMPDATE is sometime in 1996, then DOB could not be 1986.

- 8) **GENDER**. A 10-character field that contains the employee's gender.

Valid Codes	Description
FEMALE	Female
MALE	Male
UNKNOWN	Unknown

- 9) **RACE/ETHNICITY FIELDS (6.1-6.6)**: 6 separate 10 character fields that contain an indication of whether or not the staff is of a particular race or ethnicity. *Note:* If an employee is more than one race, please indicate “YES” for all that apply.

Field Name	Description
9.1 AMERNAT	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
9.2 ASIAN	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
9.3 HAWPACIF	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
9.4 BLACK	A person having origins in any of the Black racial groups of Africa.
9.5 WHITE	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
9.6 HISPANIC	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, <u>regardless of race</u> .

Valid Codes	Description
YES	Yes, employee is of particular race or ethnicity.
NO	No, employee is <u>not</u> of particular race or ethnicity
UNKNOWN	Unknown

- 10) **EDUC** (Education). A 10-character field that contains the employee's current highest level of education attained.
Note: Be sure to check that the education code entered here makes sense in comparison to RILICA-C fields (current license/certifications) and DISCPLN field (discipline hired for).

Valid Codes	Description
NEVERATT	Never attended school
SPECIAL	Special education
PRESCHOOL	Preschool\Kindergarten
SOMELEM	Some elementary school (grades 1-7)
COMPLELEM	Completed elementary school (grade 8)
SOMEHS	Some high school or vocational education

COMPLHS	High school diploma or GED
BEYONDHS	Some education beyond high school
ASSOCIATE	Associate degree
BACHELORS	Bachelor's degree
MASTERS	Master's degree
DOCTORATE	Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO)
RN	RN diploma school
UNKNOWN	Unknown

11) EXPER (Experience). A 2-digit field indicating the number of years the employee worked in the behavioral healthcare field prior to his/her current date of employment with the agency.

Note: If experience is between 1 and 9 years, use leading 0's (e.g., 05 would indicate 5 years of experience).

Valid Codes	Description
00	No prior experience
01-98	Number of years of experience
99	Unknown

12) RILICA (First current license/certification). A 10-character field indicating what professional license the employee currently holds (see attached list of Licenses/Certifications for a description of each). Three fields (RILICA, RILICB, and RILICC) are available for the listing of up to three current licenses or certifications. List the primary license first. For example, a CISW, who is also a CDP & a Counselor, should be listed with 'CISW' in the RILICA field, and the other licenses/certifications in the following RILICB and RILICC fields.

Note: If an employee does not hold any licenses/certifications, enter 'NA' in this field and the next two fields (RILICB, RILICC). Also check that the license/certification codes entered here and in the next two fields make sense in comparison to the EDUC field (highest level of education) and the DISCPLN field (discipline hired for).

Valid Codes	Description
NA	Not applicable
CAS	Certified Addiction Specialist
CCSS	Certified Community Support Specialist (formerly: Certified Case Manager)
CISWLICSW	CISW/LICSW
CIT	Counselor in Training Certification
COUNSELOR	Counselor
CPREVS	Certified Prevention Specialist
CSEP	Certified Supported Employment Professional
CSWLCSW	CSW/LCSW
DO	Doctor of Osteopathy
LCDPLCDS	LCDP/LCDS
LMFT	Licensed Marriage & Family Therapist
LPN	Licensed Practical Nurse
MD	MD
MHCOUNS	Mental Health Counselor
OTHER	Other
PA	Physicians Assistant
PRINCOUNS	Principal Counselor
PSYCHLGST	Psychologist
QMHP	Qualified Mental Health Professional
RN	Registered Nurse
RNCNS	Psychiatric & Mental Health Nurse Clinical Specialist – (APRN)
RNCNSP	Psychiatric & Mental Health Nurse Clinical Specialist with Prescription Privileges (PCNS)
RNP	Nurse Practitioner

- 13) RILICB** (Second current license/certification). A 10-character field indicating a second professional license the employee currently holds. Use this field if an employee has more than one current license/certification. If the employee has only one license/certification, enter 'NA' in this field.

Valid Codes	Description
See RILICA	

- 14) RILICC** (Third current license/certification). A 10-character field indicating a third professional license the employee currently holds. Use this field if an employee has more than two current licenses/certifications. If the employee has only one or two licenses/certification, enter 'NA' in this field.

Valid Codes	Description
See RILICA	

- 15) BILINGA** (Language other than English). A 10-character code indicating languages other than English spoken by the employee. If an employee speaks more than one language other than English use field BILLINGB for the second language. If an employee does not speak a language other than English, enter 'NA' in this field.

Valid Codes	Description
NA	Not applicable/None
ASL	American Sign Language
CAMBODIAN	Cambodian
FRENCH	French
HMONG	Hmong
ITALIAN	Italian
LAOTIAN	Laotian
OTHER	Other
POLISH	Polish
PORTUGUESE	Portuguese
RUSSIAN	Russian
SPANISH	Spanish
UNKNOWN	Unknown

- 16) BILINGB** (Second language other than English). A 10-character field that contains a second language the employee speaks other than English. If the employee does not speak a second language other than English then this field should contain 'NA.'

Valid Codes	Description
See BILINGA	

- 17) EMPDATE** (Date of employment). A date field in the format YYYYMMDD indicating the employee's most recent date of employment at the agency.

- 18) SEPDATE** (Date of separation/termination). A date field in the format YYYYMMDD indicating the employee's last date of employment at the agency if the employee was terminated during calendar 2006. If the employee was not terminated (i.e., they remain an active employee), then this field should be left blank.

Note: Be sure to check that the separation date entered here is later than the EMPDATE (employment date).

- 19) DISCIPLN** (Discipline). A 10-character field indicating the discipline for which the employee was hired.

Note: Be sure to check that the discipline code entered here makes sense in comparison to EDUC field (highest level of education) and RILICA-C fields (current license/certifications). For example, an employee hired as a 'PSYCHIATRIST' should show EDUC as 'DOCTORATE' and RILICA as 'MD.'

Valid Codes	Description
ACTIVTHER	Activity Therapist
ADMINMNG	Administration (Management Level)
CASEMNGR	Case Manager/Community Support Specialist
CLINMHCOUN	Clinical Mental Health Counselor
HEALTHPRO	Other Physical Health Professional
MEDRECADMN	Medical Records Admin/Tech
NURSE	RN, LPN, RNP, RNCNS, RNCNSP or Other
OTHER	Other (clerical, support, maintenance, cook)
OTHERMHPRO	Other Mental Health Professional
OTHERPHYS	Other Physician
OTHERSAPRO	Other Substance Abuse Professional
PRESPEC	Prevention Specialist
PSYCHLGST	Psychologist
PSYCHTRST	Psychiatrist
RESTRTRWRK	Residential Treatment Worker
SCHLTEACH	School Teacher
SOCIALWORK	Social Worker
SPEECHTHER	Speech Therapist
SUBSABCOUN	Substance Abuse Counselor
VOCREHCOUN	Vocational Rehabilitation Counselor

20) EMPSTAT (Employment status). A 10-character field indicating the employee's status (e.g., full, part time, etc.).

Valid Codes	Description
FULLTIME	Salaried, Full time (35 hours/ week +)
PARTTIME	Salaried, Part time (less than 35 hours/week)
CONTRACT	Contractual/Fee-for-Service
STUDENT	Student, Trainee, Resident, Intern
VOLUNTEER	Volunteer
ONCALL	On-Call
OTHER	Other

21) SCHEDULE. A 4-digit field indicating the employee's number of hours typically worked in a week. If the employee regularly works overtime, that time should be included in the total. A valid entry is any integer between 00.0 and 99.9 (e.g., 35.5 – for an employee whose typical work hours in a week are 35 ½).

Note: Be sure to include the decimal point when reporting this field. Also, be sure to check that the schedule code entered here makes sense in comparison to the EMPSTAT field (employment status) and WORKWEEK field (standard work week). For example, if EMPSTAT is 'FULLTIME,' then the values in the SCHEDULE field must be at least equal to that in the WORKWEEK field.

22) FUNC1 (Major job function). A 10-character field indicating the employee's major job function.

Valid codes	Description
ADMINMNG	Administration/Management (Includes all individuals that do <u>not</u> provide either direct services, clinical supervision to direct service staff, or direct consultation/ education/ prevention services. Include secretarial, medical records, billing, MIS, planning, and administrative employees here)
CLIENTCARE	Direct or adjunctive client care
CLINSUP	Clinical Supervisor (to direct care service staff)
CONSEDPREV	Consultation, Education, or Prevention
OTHER	Other (Research, scholarly writing)

- 23) **FUNC2** (Other major job function). A 10-character field indicating the employee's other major job function. If the employee has only one major job function, enter 'NA' in this field.

Valid Codes	Description
See FUNC1	
NA	Not applicable

- 24) **CARDEV** (Career Development). A 10-character field indicating employee's participation in in-service or extracurricular work-related training in the past calendar year (e.g., for additional CEU's).

Valid Codes	Description
YES	Yes
NO	No
UNKNOWN	Unknown

- 25) **INCOME** (Annual income). A 6-digit field that indicates the employee's total annual income for 2006, excluding any fringe benefits earned. Correct values for this field fall between 000000 and 999999, rounded to the nearest dollar (e.g., \$24,600 = 024600).

Note: This field should contain the employee's total annualized salary, including any overtime pay and bonus they received. So, for example, if an employee was hired at \$32,000 per year, and only worked for your agency for 6 months last year, this field should contain the full '032000.'

- 26) **FRINGE**. A 4-digit field that contains the employee's percentage of fringe benefits. Correct values for this field fall between 00.0 and 99.9 (e.g., fringe of 17% is entered as 17.0; fringe of 9% is entered as 09.0). If an agency has more than one fringe benefit percentage available, use the one that applies to the specific employee.

Note: Be sure to include a decimal point when reporting fringe. If an employee does not receive any fringe benefits, this field should contain '00.0.'

- 27) **WORKWEEK**. A 4-digit field that contains the agency's standard workweek for the specific discipline for which the employee was hired. Correct values for this field fall between 00.0-99.9 (e.g., 35 hours per week is entered as 35.0).

Note: Be sure to include decimals when reporting workweek. If an employee's code in the EMPSTAT field (Employment status) is 'PARTTIME,' use the appropriate standard full-time workweek for employees of the same classification. If an employee's code in the EMPSTAT field (Employment status) is 'STUDENT,' 'VOLUNTEER,' or 'ONCALL,' then this field should be left blank or 00.0

- 28) **NINCOME** (New income). A 6-digit field that contains the employee's new annual income for 2007, excluding fringe benefits. Correct values for this field fall between 000000-999999, rounded to the nearest dollar (e.g., \$24,600 = 024600). This field should contain the employee's total EXPECTED annualized salary for the UPCOMING CALENDAR YEAR, including any overtime pay and bonus they are expected to receive. For hourly employees or non-salary consultants, use the amount that you project that they will actually receive from the agency during the period 1/1/2007 – 12/31/2007.

Note: This field is to be used by agencies that, for example, implement an across-the-board cost of living percentage salary increase in the first quarter of the calendar year. If a given employee will not be receiving a planned salary increase in the new year, or has been terminated from your agency, simply insert the value from the INCOME field.

2006 HR DATABASE FORMAT (updated 11/2006)

	Field Name	Field Type	Width	Field Description	Valid Codes/Formats	Code Description
1	OID	char	10	Organization Id	ADC ARI CAR CBH CFS CIS COD CRA CTR DIS EBAY EMN FHR FMS FRW GMF GHI KENT KNT MAP NAFI NEWP NRI PHX PMT PRL PRO RWOOD PROV SSHORE SST TTC	ADCARE/SNE Treatment Center Addiction Recovery Institute-Pawtucket, Woonsocket Caritas, Inc Center for Behavioral Health-Johnston, Westerly Child & Family Services of Newport Counseling and Intervention CODAC Comprehensive Community Action Center for Treatment & Recovery Discovery House East Bay Community Mental Health Center Eastman House Inc. Fellowship Health Resources Family Services Inc. Family Resources Inc. Galilee Mission Gateway Healthcare Inc. The Kent Center Kent House, Inc. MAP Alcohol & Drug Rehab North American Family Institute Newport Community Mental Health Center NRI Community Services Phoenix Treatment Providence Metro Treatment Project Link Providence Community Action Riverwood Rehabilitation Services The Providence Center South Shore CMHC SSTAR of RI Tri-Town SA
Unique Identifier: Providers must complete fields 2 - 4 (First, Last and Maiden Name) OR field 5 (SID) for all employees						
2	FIRSTNAME	char	20	Staff First Name		Staff formal first name
3	LASTNAME	char	20	Staff Last Name		Staff last name
4	MAIDEN	char	20	Staff Maiden Name		Female staff maiden or birth name
5	SID	char	9	Staff MHSIP unique Id	1,000,000,000 - Staff's SSN	
6	RPTDATE	date	8	Date data file was extracted/prepared	YYYYMMDD	
7	DOB	date	8	Employee's date of birth	YYYYMMDD	
8	GENDER	char	10	Employee's gender	FEMALE MALE UNKNOWN	Female Male Unknown
Race/Ethnicity				Client is:		
9.1	AMERNAT	char	10	American Indian/Alaskan Native	YES NO UNKNOWN	Yes, client is of a particular race or ethnicity No, client is not of a particular race or ethnicity Unknown
9.2	ASIAN	char	10	Asian		
9.3	HAWPACIF	char	10	Hawaiian or Pacific Islander		
9.4	BLACK	char	10	Black/African American		
9.5	WHITE	char	10	Caucasian		
9.6	HISPANIC	char	10	Employee's Hispanic origin		

10	EDUC	char	10	Staff's highest level of education	NEVERATT SPECIALED PRESCHOOL SOMEELEM COMPLELEM SOMEHS COMPLHS BEYONDHS ASSOCIATE BACHELORS MASTERS DOCTORATE RN UNKNOWN	Never attended school Special education Preschool/kindergarten Some elementary school (grades 1-7) Completed elementary school (grade 8) Some high school or vocational education High school diploma or GED Some education beyond high school Associate degree Bachelor's degree Master's degree Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO) RN diploma school Unknown
11	EXPER	num	2	Number of years in mental health prior to current date of employment	00 01-98 99	No prior experience Number of years of experience Unknown
12	RILICA	char	10	Up to three current licenses / certifications	NA	Not applicable
13	RILICB	char	10		CAS	Certified Addiction Specialist
14	RILICC	char	10		CCSS CISWLICSW CIT COUNSELOR CPREVS CSEP CSWLCSW DO LCDPLCDS LMFT LPN MD MHCOUNS OTHER PA PRINCOUNS PSYCHLGST QMHP RN RNCNS RNCNSP RNP TEACHER	Certified Community Support Specialist CISW/LICSW Counselor in Training Counselor Certified Prevention Specialist Certified Supported Employment Professional CSW/LCSW DO (Doctor of Osteopathy) LCDP/LCDS Licensed Marriage & Family Therapist LPN MD Mental Health Counselor Other Physician Assistant Principal Counselor Psychologist QMHP (Qualified Mental Health Professional) RN Psychiatric & MH Nurse Clinical Specialist (APRN) Psychiatric & MH Nurse Clinical Specialist with Prescription Privileges (PCNS) Nurse Practitioner Certified Teacher - Special Education Only
15	BILINGA	char	10	Languages other than English	NA	Not applicable/None
16	BILINGB	char	10		ASL	American Sign Language
	-				CAMBODIAN	Cambodian
	-				FRENCH	French
					HMONG	Hmong
					ITALIAN	Italian
					LAOTIAN	Laotian
					OTHER	Other
					POLISH	Polish
					SPANISH	Spanish
					PORTUGUESE	Portuguese
					RUSSIAN	Russian
					UNKNOWN	Unknown

17	EMPDATE	date	8	Date of employment	YYYYMMDD	
18	SEPDATE	date	8	Date of separation / termination	YYYYMMDD	leave blank if employee was not separated/terminated
19	DISCIPLN	char	10	Profession hired for	ACTIVTHER ADMINMNG CASEMNGR CLINMHOUN HEALTHPRO MEDRECADMN NURSE OTHER OTHERMHPRO OTHERPHYS OTHERSAPRO PRESPEC PSYCHLGST PSYCHTRST RESTRTRWK SCHLTEACH SOCIALWORK SPEECHTHER SUBSABCOUN VOCREHCOUN	Activity Therapist Administration (Management level) Case Manager/Community Support Specialist Clinical Mental Health Counselor Other Physical Health Professional Medical Records Admin./Tech. RN, LPN, RNP, RNCNS, RNCNSP or Other Other (clerical, support, maintenance, cook) Other Mental Health Professional Other Physician Other Substance Abuse Professional Prevention Specialist Psychologist Psychiatrist Residential Treatment Worker School Teacher Social Worker Speech Therapist Substance Abuse Counselor Vocational Rehabilitation Counselor
20	EMPSTAT	char	10	Employment status	FULLTIME PARTTIME CONTRACT STUDENT VOLUNTEER ONCALL OTHER	Salaried, full time (35 hrs/week +) Salaried, part time(less than 35/week) Contractual / Fee-For-Service Student, trainee, resident, intern Volunteer On-Call Other
21	SCHEDULE	num	4	Hours typically worked per week (includes overtime if typical)	0.00-99.9	Use payroll hours for a sample/average week
22	FUNC1	char	10	The employee's major job function	ADMINMNG CLIENTCARE CLINSUP CONSEDPREV OTHER	Administration / Management Direct or adjunctive client care Clinical Supervisor (to direct care staff) Consultation, Education or Prevention Other job function (research, scholarly writing)
23	FUNC2	char	10	The employee's other major job function, if more than one applies	See FUNC1 NA	Not applicable (only valid for FUNC2 field)
24	CARDEV	char	10	Participation in inservice or extracurricular training in the reporoting calendar year	YES NO UNKNOWN	Yes No Unknown
25	INCOME	num	6	Annual income (without fringe benefits).	000000-999999	Round to the nearest dollar (e.g., \$24,600 = 024600). This field should contain the employee's annualized salary.
26	FRINGE	num	4	Employee's percentage of fringe benefits.	00.0-99.9	If multiple agency fringe benefit packages, use the one that applies to the employee. Example: 17% = 17.0
27	WORKWEEK	num	4	The agency's standard work week.	00.0-99.9	If there is >1 agency standard, use the one that generally applies to the employee's profession. Example: 35 hours per week = 35.0
28	NINCOME	num	6	Employee's new annual income (without fringe benefits).	000000-999999	Round to the nearest dollar (e.g., \$24,600 = 024600). For employees not receiving a known salary increase, enter amount from INCOME field.

HR DATA COLLECTION FORM (updated 11/2006)

Formal First Name*: _____		Staff Id (SSN-100000000)*: <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Last Name*: _____			
Maiden Name (Women Only*): _____		* All staff must complete the name fields OR Staff ID	
Date of Birth: <div style="display: flex; justify-content: space-around;"> <div>Y Y Y Y <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div>/</div> <div>M M <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div>/</div> <div>D D <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div>		Race (check all that apply): <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Hispanic	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Languages Spoken (check up to <u>two</u> languages - other than English - that you speak): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Spanish <input type="checkbox"/> American Sign Language <input type="checkbox"/> Portuguese <input type="checkbox"/> Russian <input type="checkbox"/> French <input type="checkbox"/> Italian </div> <div> <input type="checkbox"/> Polish <input type="checkbox"/> Laotian <input type="checkbox"/> Hmong <input type="checkbox"/> Cambodian <input type="checkbox"/> Other </div> </div>	

Education - Highest Degree (check one): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Never attended school <input type="checkbox"/> Special education <input type="checkbox"/> Preschool/kindergarten <input type="checkbox"/> Some elementary school (grades 1-7) <input type="checkbox"/> Completed elementary school (grade 8) </div> <div> <input type="checkbox"/> Some high school or vocational ed (grades 9-11) <input type="checkbox"/> High school diploma or GED <input type="checkbox"/> Some education beyond high school <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree </div> <div> <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO) <input type="checkbox"/> RN diploma school </div> </div>		
Experience: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> Number of years in behavioral healthcare <u>prior</u> to the current date of employment. Round months to the nearest year. Enter 00 if no prior experience.		

Discipline - Profession Hired For (check one): <input type="checkbox"/> Psychiatrist <input type="checkbox"/> Other Physician <input type="checkbox"/> Psychologist <input type="checkbox"/> Social Worker <input type="checkbox"/> Clinical Mental Health Counselor <input type="checkbox"/> Case Manager/Comm. Support Specialist <input type="checkbox"/> Substance Abuse Counselor <input type="checkbox"/> Other Mental Health Professional <input type="checkbox"/> Other Substance Abuse Professional <input type="checkbox"/> Prevention Specialist <input type="checkbox"/> Nurse (RN, LPN, RNP, RNCNS, RNCNSP or Other) <input type="checkbox"/> Vocational Rehabilitation Counselor <input type="checkbox"/> School Teacher <input type="checkbox"/> Activity Therapist <input type="checkbox"/> Administration (management level) <input type="checkbox"/> Speech Therapist <input type="checkbox"/> Other Physical Health Professional <input type="checkbox"/> Medical Records Admin./Tech. <input type="checkbox"/> Residential Treatment Worker <input type="checkbox"/> Other (clerical, support, maintenance, cook)	Current Rhode Island Licenses/Certifications (Place a "1" next to your primary license, a "2" next to your next license, and so on up to 3 current licenses): <input type="checkbox"/> LCDP/LCDS <input type="checkbox"/> CSW/LCSW <input type="checkbox"/> CISW/LICSW <input type="checkbox"/> CSEP (Certified Supported Employment Prof.) <input type="checkbox"/> Counselor in Training (CIT) <input type="checkbox"/> Certified Community Support Specialist/Case Manager (CCSS) <input type="checkbox"/> Certified Prevention Specialist <input type="checkbox"/> Certified Addiction Specialist <input type="checkbox"/> Mental Health Counselor <input type="checkbox"/> Principal Counselor <input type="checkbox"/> Counselor <input type="checkbox"/> MD <input type="checkbox"/> Psychologist <input type="checkbox"/> DO (Doctor of Osteopathy) <input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> RN/CNS - Clinical Specialist (APRN) <input type="checkbox"/> RN/CNS/P - Psychiatric & MH Nurse Clinical Specialist w/ Prescription Privileges (PCNS) <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Licensed Marriage & Family Therapist <input type="checkbox"/> QMHP (Qualified MH Professional) <input type="checkbox"/> Teacher - Special Education <input type="checkbox"/> Other	Job Function(s) (Place a "1" next to your major job function, and a "2" next to your secondary job function, if you have one): <input type="checkbox"/> Direct or adjunctive client care <input type="checkbox"/> Consultation, education, or prevention <input type="checkbox"/> Clinical Supervision to direct care staff <input type="checkbox"/> Administration/management <input type="checkbox"/> Other job function Career Development: Have you participated in either In-Service or Extracurricular work-related career development training in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Section to be completed by Human Resources Director

Employment Date: <div style="display: flex; justify-content: space-around;"> <div>Y Y Y Y <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div>/</div> <div>M M <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div>/</div> <div>D D <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div>	Schedule: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> . <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> The number of hours the employee typically works per week (include overtime if that is usual). *For On Call staff, use payroll hours for a sample week.	Income: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> Actual income, <u>annualized</u> , rounded to the nearest dollar. E.g.: \$24,345=024345
Employment Status: <input type="checkbox"/> Salaried, full time (35 hrs/week +) <input type="checkbox"/> Salaried, part time (< 35 hrs/week) <input type="checkbox"/> Contractual/Fee-for-service <input type="checkbox"/> Student, trainee, resident, intern <input type="checkbox"/> Volunteer <input type="checkbox"/> On-Call <input type="checkbox"/> Other	Standard Agency Workweek: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> . <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> If there is more than one standard, use the one that generally applies to the employee's profession. E.g.: 35.0 or 37.5	% Fringe Benefits: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> . <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> If there is more than one agency percentage of fringe benefits, use the one that applies to the employee. E.g.: 17% = 17.0
Separation Date: <div style="display: flex; justify-content: space-around;"> <div>Y Y Y Y <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div>/</div> <div>M M <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div>/</div> <div>D D <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div>		

ADDITIONAL DESCRIPTIONS FOR HR DATA COLLECTION FORM
November 2006

- **RACE/ETHNICITY.** Indicates the employee's primary race identification.

Choices	Description
American Indian/ Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Hawaiian/Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Black/African American	A person having origins in any of the Black racial groups of Africa.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, <u>regardless of race</u> .

- **EXPERIENCE.** Indicate the number of years you have worked in the Behavioral Healthcare field prior to your current date of employment with this agency.

Note: If experience is between 1 and 9 years, use leading 0's (e.g., 05 would indicate 5 years of experience).

Choices	Description
01	No prior experience
01-98	Number of years of experience

- **CURRENT RI LICENSES/CERTIFICATIONS.** Indicate up to three licenses/certifications you currently hold (see attached list of Licenses/Certifications for a description of each). Indicate your primary (with a "1") and secondary (with a "2") and your tertiary (with a "3") license/certification.

- **JOB FUNCTION(S)** . Indicate your primary (with a "1") and secondary (with a "2") job functions for which you have been hired at this agency.

Choices	Description
ADMINMNG	Administration/Management (Includes all individuals that do <u>not</u> provide either direct services, clinical supervision to direct service staff, or direct consultation/education/prevention services. Includes secretarial, medical records, billing, MIS, planning, and administrative employees)
CLINSUP	Clinical Supervisor to direct care staff
CLIENTCARE	Direct or adjunctive client care
CONSEDPREV	Consultation, Education, or Prevention
OTHER	Other (Research, scholarly writing)

HR DATA COLLECTION FORM

Current Rhode Island Licenses/Certifications

November 2006

Below are descriptions of and requirements for the licenses/certifications referenced in the RI DBH Human Resources Database. This document is for reference only and is not intended for legal use.

Certified Addiction Specialist- American Academy of Health Care Providers in the Addictive Disorders

Certified Community Support Specialist- as certified by the MHRH CSS/Case Management Board of Certification.

CISW - Certified Independent Social Worker as certified by The RI Department of Human Services.

LICSW - Licensed Independent Clinical Social Worker as licensed by the RI Department of Health.

CIT- Counselor in Training as certified by the Rhode Island Board for the Certification of Chemical Dependency Professionals

Counselor - as certified by the Division of Behavioral Healthcare, MHRH.

Certified Prevention Specialist- Certified Prevention Specialist as certified by the Rhode Island Board for the Certification of Chemical Dependency Professionals

CSEP- Certified Supported Employment Professional.

CSW - Certified Social Worker as certified by The RI Department of Human Services.

LCSW - Licensed Social Worker as licensed by the RI Department of Health.

DO - Doctor of Osteopathy as licensed by the RI Board of Medical Licensure and Discipline according to RI General Laws, Chapter 5-37.

LCDP/LCDS - Licensed Chemical Dependency Professional/ Licensed Chemical Dependency Supervisor.

Licensed Marriage & Family Therapist - as licensed by the RI Department of Health to practice marriage and family therapy according to RI General Laws, Chapter 5-63. Also he/she shall be listed on the active register of therapists in marriage and family practice as maintained by the Administrator of Professional Regulations, RI Department of Health.

LPN - Licensed Practical Nurse as licensed by the RI Department of Health to practice practical nursing according to RI General Laws, Chapter 5-34.

MD - Medical Doctor as licensed by the RI Board of Medical Licensure and Discipline according to RI General Laws

Mental Health Counselor - as certified to provide mental health counseling by the RI Department of Health according to RI General Laws, Chapter 5-63. Also, he/she shall be listed on the active register of counselors in mental health as maintained by the Administrator of Professional Regulations, Department of Health.

PA-A Physicians Assistant is approved by the Board of Licensure of Physician Assistants within the Division of Professional Regulation in the Department of Health established pursuant to section 5-54-7 of the General Laws of RI Chapter 5-37.

Principal Counselor - as certified by the Division of Behavioral Healthcare, MHRH.

Psychologist – as licensed to practice psychology by the RI Department of Health according to the General Laws of RI, Chapter 5-44.

QMHP - Qualified Mental Health Professional as certified by MHRH.

RN - Registered Nurse as licensed by the RI Department of Health to practice professional nursing according to RI General Laws, Chapter 5-34.

RNCNS- Clinical Nurse Specialist in Psychiatric and Mental Health Nursing is certified by a national body that is approved by the RI Board of Nurse Registration and Nursing Education. (APRN, BC)

RN/CNS/P – A psychiatric and mental health nurse clinical specialist with prescription privileges is an advanced practice nurse licensed by RI Department of Health whose practice may include prescriptive privileges within their scope of practice according to RI General Laws, Chapter 5-34-40. (PCNS)

RNP- Certified Registered Nurse Practitioner is a Registered Nurse who practices in an expanded role and is certified by the Board of Nurse Registration and Nursing Education established pursuant to the provisions of section 5-34-35 of the Act.

Teacher - Special Education